

This project is part of the 2015 Innovative Public Transportation Workforce Development program, directed by the Federal Transit Administration.

For questions about the program visit www.bart.gov/training.

For online application questions, please call our Employment Help Line at (510) 464-6112 or email HRPL@bart.gov.

(Monday to Friday from 8:30am to 5:00 pm)

## TRANSIT CAREER LADDERS TRAINING PROGRAM



Introducing Transportation Careers to the Communities We Serve

How to Apply Online Guide

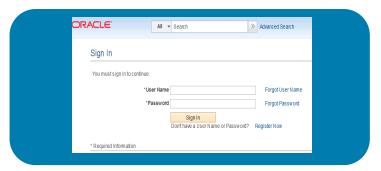


Thank you for your interest in the Transit Career Ladders Training Program. The following is a guide designed to assist you with the online application process. Notifications will be sent out in May. For online application questions, please call our Employment Help Line at (510) 464-6112 or email HRPL@bart.gov. For program information visit www.bart.gov/training.

## STEP 1 Go to: http://www.bart.gov/training

**STEP 2** You are now on the Careers Home Screen. Click 'Apply' next to **Transit Career Ladders Training Program**, **Job ID #6341**.

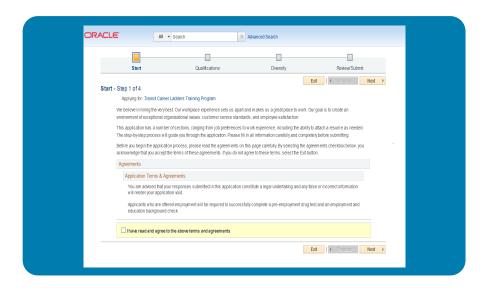
**STEP 3** The next step is to sign in.



**New BART Applicants:** If you are registering for the first time, click the 'Register Now' link to set up a Username and Password. Upon completion, click 'Register' and you will be taken directly into the application.



**STEP 4** Proceed to complete the application by selecting or entering in the appropriate responses. Click 'Next' to proceed through the application screens.



**STEP 5** After you have checked the box to acknowledge that you have read the Application Terms & Agreements and answered all the questions, click 'Submit' to have your application considered.

**STEP 6** To confirm submission of your application, please see your email inbox for a confirmation email indicating that you have applied for the program.